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# NASA Policy Directive

**NPD 7620.11**Effective Date: February 14,  
2000Expiration Date: February 14,  
2015**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

## **Subject: Official Names for Major NASA Projects (Revalidated 1/21/10)**

**Responsible Office: News Services Division**

### **1. POLICY**

- a. This directive establishes policy for assigning official names to major NASA projects, as defined in NPD 7120.4 and as determined by the responsible Official-in-Charge.
  - b. Each major NASA project will be assigned an official name as early as possible after approval by the Administrator and in time for use in the Office of Management and Budget (OMB) budget cycle.
  - c. Selection of names should be restricted to funded NASA projects which have clear identity and are major program elements.
  - d. Project names will be simple and easily pronounced. They will not duplicate or be so similar to other names that they create confusion.
- (1) Project names will be serialized when appropriate to limit the number in use at any one time. When names are serialized, they will include an Arabic number, e.g., Nimbus 1 and Nimbus 2.
  - (2) Acronyms are to be avoided in selecting names except where the acronym is descriptive and easily pronounced.
  - (3) Names will be printed with only the initial letter capitalized, e.g., Nimbus not NIMBUS.

### **2. APPLICABILITY**

- a. This NPD applies to NASA Headquarters and NASA Centers, including Component Facilities.
- b. For purposes of this directive, the term "project" also includes payloads.

### **3. AUTHORITY**

42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

## **4. APPLICABLE DOCUMENTS**

NPD 7120.4, Program/Project Management.

## **5. RESPONSIBILITY**

a. The Official-in-Charge of a Headquarters office:

(1) Identifies projects for which names are required.

(2) Assembles a special committee to recommend names.

(3) The Official-in-Charge serves as or designates a chair and appoints committee members such that every special project name committee is composed of one member from each of the following offices:

(a) Office of the Official-in-Charge for which a project name is under consideration, e.g., Office of Space Science.

(b) Any other NASA Headquarters office participating in the management of a significant element of or having other major involvement in the project. This will include the Public Affairs Officer colocated in the NASA Headquarters program office initiating the name selection process.

b. The special committee:

(1) Solicits suggestions, particularly from the responsible NASA Centers and contractors.

(2) Submits, upon completion of its deliberations, specific recommendations, in order of preference, to the Assistant Administrator for Public Affairs.

c. The Assistant Administrator for Public Affairs:

(1) Reviews the recommendations of the special committee, makes a selection, and submits the selection to the Administrator for final approval.

(2) Makes the public announcement of the approved name and ensures that all subsequent news releases use the official name.

## **6. DELEGATION OF AUTHORITY**

None.

## **7. MEASUREMENTS/VERIFICATION**

Each major NASA project will be assigned an official name in time for use in the Office of Management and Budget (OMB) budget cycle.

## **8. CANCELLATION**

NPD 7620.1H, dated February 14, 2000.

## REVALIDATED

January 21, 2010, Original signed by

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**/s/ Daniel S. Goldin**  
**Administrator**

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## ATTACHMENT A: (TEXT)

None.

## (URL for Graphic)

None.

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